

ENFORCEMENT ANALYSIS SPECIALIST


CUSTOMS AND BORDER PROTECTION

1 vacancy in the following location:

 Boston, MA

Work Schedule is Full Time - Permanent

Opened Tuesday 12/8/2015
(259 day(s) ago)

 Closed Monday 12/21/2015
(246 day(s) ago)

Salary Range

\$91,248.00 to \$118,620.00 / Per Year

Series & Grade

GS-1801-13/13

Promotion Potential

13

Supervisory Status

No

Who May Apply

Current U.S. Customs and Border Protection employees with competitive status.

Control Number

423205400

Job Announcement Number

MHCMP-1571214-MMS

Job Summary

Customs & Border Protection (CBP): Securing America's Borders

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resiliency to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Discover a challenging and rewarding career in CBP, the sole organization responsible for securing the nation's borders. At U.S. Customs and Border Protection, we:

- Screen passengers, vehicles, and shipments entering our country
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers, please see <http://www.cbp.gov>.

This position will allow you to use your expertise in comprehensive studies and analyses of information gathered from a variety of intelligence and law enforcement sources and to monitor and evaluate current and future interdiction and enforcement operations in support of the agency's mission. This position starts at a salary of \$91,248 (GS-13 step 1). Apply for this exciting opportunity!

Who May Apply: Current U.S. Customs and Border Protection employees with competitive status.

- For definitions of terms found in this announcement, please see http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm.

Organizational Location: This position is located within U.S. Customs and Border Protection, Office of Field Operations, Boston Field Office, Boston, MA.

One or more selections may be made using this job opportunity announcement. Further selections may also be made for additional organizational divisions and/or units within the duty location(s) listed above.

Duties

Your job will include:

- Analyzing and evaluating various investigative, criminal, and intelligence information in relation to its impact on the agency's mission and national security
- Gathering data from local and national intelligence information databases, including law enforcement and other investigative/intelligence information gathering sites
- Developing and preparing reports, bulletins, lookouts, and other written communications necessary for the agency's intelligence operations
- Establishing and maintaining effective working relationships with counterparts in the law enforcement and intelligence communities

Travel Required

- Occasional Travel
- You may be required to travel.

Relocation Authorized

- No

Key Requirements

- You must be a U.S. Citizen to apply for this position
- You may be required to pass a background investigation
- Males born after 12/31/1959 must be registered with Selective Service
- You must be able to obtain a Top Secret security clearance
- You may be required to pass initial and random drug testing

Qualifications

GS-13: You qualify at the GS-13 level if you possess one year of specialized experience that included accurately documenting incident reports and preparing investigative reports; assessing threats, creating lookouts and developing and disseminating tactical information and intelligence; reviewing, processing, and evaluating intelligence information using creative methodologies to develop trends, patterns, profiles, estimates, studies, and tactical interdiction information, as well as problem solving; developing intelligence collection plans, including the most complex or difficult assignments; selecting proper methods for dissemination and dissemination of intelligence products; researching and/or analyzing information to develop and publish intelligence products; participating in and/or leading inter-agency committees; and making agreements and/or commitments in accordance with received instructions.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

You must:

- Meet all qualification requirements, subject to verification at any stage of the application process; and
- Meet all applicable Time in Grade requirements (current federal employees must have served 52 weeks at the next lower grade or equivalent grade band in the federal service) by Monday, December 21, 2015.

Shift Work/Overtime: You may be required to work on a shift and rotational basis and perform substantial amounts of overtime.

Security Clearance: This position requires a security clearance. If selected for this position, you should be able to obtain and maintain a Top Secret Clearance.

Security Clearance

Top Secret

What To Expect Next

Once the job opportunity announcement has closed, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and interviews. You will be notified by email after each of these steps has been completed. Stay informed of changes to your application status by signing up for automatic email alerts at: <https://my.usajobs.gov/Account/NotificationSettings.aspx>. If you are referred, you will receive a final notification of the disposition of the announcement. We expect to make a tentative job offer within 60 days after the close of the announcement. If you are selected, we may conduct a suitability/security background investigation.

BENEFITS

DHS offers competitive starting salaries and an attractive benefits package, including: health, vision, dental, life and long-term care insurance, Thrift Savings Plan (similar to a 401(k)), Flexible Spending Account, retirement plan, Employee Assistance Program, personal leave days and paid federal holidays. Other benefits may include: flexible work schedules, telework, tuition reimbursement, transportation subsidies, uniform allowance, health and wellness programs, and fitness centers. DHS is committed to employee development and offers a variety of employee training and development opportunities. For more information, please go to www.dhs.gov/careers and select "Benefits".

To compare cost of living data, calculate mortgage scenarios, or gather information on communities and school districts, please visit the website: <http://www.relocationessentials.com/aff/lifecare/tools/salary/col.aspx>

Other Information

Background Investigation: Customs and Border Protection (CBP) is a federal law enforcement agency that requires all applicants to undergo a thorough background investigation prior to employment in order to promote the agency's core values of vigilance, service to country and integrity. During the screening and/or background investigation process, you will be asked questions regarding any felony criminal convictions or current felony charges, the use of illegal drugs (i.e., marijuana, cocaine, heroin, LSD, methamphetamines, ecstasy) and the use of non-prescribed controlled substances including any experimentation, possession, sale, receipt, manufacture, cultivation, production, transfer, shipping, trafficking, or distribution of controlled substances. For more information, please see: http://www.cbp.gov/xp/cgov/careers/apply/mandatory_back_invest.xml.

Probationary Period: Current and former federal employees may be required to serve or complete a probationary period.

This position is not covered under the bargaining unit.

CBP uses E-Verify, an internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about E-Verify here, <http://www.uscis.gov/e-verify>, including your rights and responsibilities.

Every individual receives a fair opportunity throughout the federal recruitment and hiring process. To learn more, click on the link https://hru.gov/Studio_Recruitment/tools/Mythbuster_on_Federal_Hiring_Policies.pdf

Follow U.S. Customs and Border Protection on Twitter [@CustomsBorder](https://twitter.com/CustomsBorder)

Please view the video "Protecting America 24/7" to learn more about CBP's Office of Field Operations: http://cbpapps.cbp.dhs.gov/fo/2011/protecting_america/pro_america.wmv

To begin your online application, click "**Apply Online**" to create a USAJOBS account and follow the prompts or log in to your existing account. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information. All application materials, including transcripts, must be in English.

We strongly encourage you to apply online. If you cannot apply online, you may fax your resume, assessment questionnaire, and supporting documents to **(478) 757-3144**. You must print a copy of and document your responses to the assessment questionnaire [View Occupational Questionnaire](#) using OPM Form 1203-FX http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf, and the official fax cover sheet: <http://staffing.opm.gov/pdf/usascover.pdf>. Please include job opportunity announcement ID 1571214 and provide your SSN, name, and address using the exact name you used when you filled out the questionnaire. If you have uploaded documents into your application, you do not need to fax those same documents.

Applications and supporting documentation will not be accepted by mail or email. The address below is for inquiries only. You may apply more than once, but the most recent application is the only one that will be used. **You must submit your resume, your online questionnaire, and any supporting documents by 11:59 PM Eastern Time on Monday, December 21, 2015.**

How You Will Be Evaluated

We will review your resume and supporting documentation to ensure you meet the basic qualification requirements. If you meet the minimum qualifications, your experience, education and training will be rated using an online self-assessment questionnaire that is based on the competencies or knowledge, skills, and abilities listed below. You will receive a score ranging from 70-100 based on your responses. Your entire application package will then be reviewed. The final determination will be based on all the information provided in your application package.

If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview. To preview the job questionnaire, see [View Occupational Questionnaire](#).

Knowledge, Skills, Abilities and Other Characteristics (KSAOs): Candidates who meet the minimum qualification requirements are required to possess certain Knowledge, Skills, Abilities, or Other Characteristics (KSAOs) in order to successfully perform the duties of this position. Candidates will be asked to demonstrate their attainment of these KSAOs in their resume. The KSAOs for this position are:

- Ability to prepare written findings and recommendations in an effective and convincing manner, which includes the ability to produce analytical findings
- Ability to effectively participate in collection and research projects, and apply facts and estimates derived from numerous intelligence data sources to a variety of problems having different technical aspects
- Knowledge of intelligence reporting, techniques, and methods
- Knowledge and understanding of the political, geographic, social, cultural, or economic affairs that affect national security issues of people and areas under study to effectively provide analytical support to a wide range of enforcement operations and programs
- Ability to foster harmonious working relationships with the intelligence and law enforcement communities

Agency Career Transition Assistance Program (CTAP) eligibility: If you have never worked for the Federal Government, you are not CTAP eligible. Information about CTAP eligibility is on the OPM's Career Transition Resources website at: http://www.opm.gov/Reduction_In_Force/employee_resources/ctap/Employee-Guideline_CTAP.asp#3a. To be considered well qualified under CTAP, you must be rated at a minimum score of 85 for this position. In addition, you must submit the supporting documents listed in the "Required Documents" section of this announcement.

- **Your resume:** A resume describing your job-related qualifications is required and will be used for the purpose of reviewing your qualifications and determining what training, if any, would be required when placed. Your resume must be in English and must include your job titles and a detailed description of your duties and the dates you performed them (MM/DD/YY), as well as your hours per week for each position listed. Your resume should also contain your full name, address, phone number, email address, and salary. NOTE: Resumes stored on USAJOBS will not automatically carry over to this announcement.
- **Your responses to the job questionnaire** [View Occupational Questionnaire](#)
- **Are you claiming special priority selection rights under the Agency Career Transition Assistance Program (CTAP)?** You must submit a separation notice; your most recent SF-50B (noting your current position, grade level and duty location); a current (or last) performance rating of record of at least fully successful or equivalent; an agency certification that you

cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated;
or a notification from the applicable Military Department or National Guard Bureau, that you are retired under 5 U.S.C. 8337(h) or 8456.

- ***Veterans preference points are not applicable to Merit Promotion announcements.***
- You may be asked to provide a copy of your recent performance appraisal and/or incentive awards. Consideration will be given to performance appraisals and incentive awards as an indication of quality prior experience, no points will be assigned.

Please upload your resume under "Resume" and any other applicable supporting documents mentioned above under "Other" documents. "Other" documents may not be applicable for each applicant, but should be utilized if you are submitting a SF-50 for proof of federal service, veterans documents for eligibility, transcripts for qualifications, etc.

It is your responsibility to verify that any information entered, uploaded, or faxed is received and is accurate. Human Resources will not modify or change any part of your application. If a document is not legible, you will not be able to view it in your application and you must again upload or fax it by the closing date.




Customs & Border Protection
U.S. Department of Homeland Security CBP.gov

Department Of Homeland Security

Customs and Border Protection

Contact

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